

CHAPTER 4

RECORDKEEPING

4-1. General. Recordkeeping is a way of life in the Corps, as it is in every other government agency and most businesses. There are various reasons why recordkeeping is important to a successful volunteer program.

- o There is always a possibility that a volunteer may be injured on the Corps worksite. In such eventuality, it is necessary to file the proper accident and injury forms. In some cases, injuries are not reported until a later date. In such instances it is imperative to have good historical records as to dates and hours worked, as well as jobs performed and the staff involved in supervision.

- o There is also a possibility that volunteers may injure someone else or cause damage to property. The same records identified above will be needed in such instances.

- o When incidental expenses are reimbursed, it is important to maintain proper documentation and internal controls. In order to measure the success of any program, accurate records must be available for review. The forms specified in the volunteer regulation, as well as the reporting requirements, provide one vehicle for program evaluation.

- o Awards and other forms of recognition take on additional importance in a program where participants are not compensated monetarily. Good records will indicate when volunteers have surpassed milestones set up for various volunteer awards.

- o Parental release forms are a must when minors are involved in the volunteer program. These insure that the parents know where the child is and have approved of the voluntary service. In organized groups, these forms assure that the group is aware of their responsibility to the child's parents.

4-2. Sample Forms. This paragraph explains the forms necessary to conduct the volunteer program. In each case, an example is offered of the completed form.

The importance of conscientious and accurate recordkeeping cannot be stressed enough for the success of your volunteer program.

o Optional Form 301, Volunteer Application. It is very important that the volunteer applicant complete this form accurately and thoroughly. In many cases, a decision must be made to accept or reject volunteer services solely on the basis of the information provided herein.

Blocks 1 through 5 are self-explanatory.

Block 6 lists various volunteer work categories in which the individual may be interested. Since no list of this type can be exhaustive, it is very important to use the "other" line to specify additional jobs. The applicant should keep in mind that most projects can use the same volunteer for a variety of jobs. All jobs that are interesting to the volunteer should be checked.

Like block 6, block 7 cannot be considered a complete list of the skills an applicant may possess. Here again, the "other" lines should be used to specify additional skills that the applicant may use to provide voluntary service to the Corps.

It is very important that the applicant complete block 8 in great detail (continuing to block 17, if necessary). This space is for the prospective volunteer to describe in his/her own words the type of specific volunteer work desired and the skills or background that will enable him/her to perform it.

It is helpful to know whether a volunteer candidate has experience as a volunteer. After all, volunteer service is quite different from a paid job. A thorough description of former experience in block 9 will give the accepting official insight into the potential success of the volunteer experience.

Block 10 is also important as it will indicate whether or not the candidate can be assigned to supervise other volunteers with minimal guidance and training.

Although it is marked OPTIONAL, each volunteer applicant should be encouraged to complete block 11. This block gives the accepting official valuable insight into what the candidate is seeking from the experience. An explanation here can help greatly in matching the volunteer to the right job.

Block 12, PHYSICAL LIMITATIONS, will give insight into what situations the volunteer is and is not capable of performing in. This is important information.

Block 13, gives the candidate an opportunity to specify the months, hours per week, and days of the week that he/she will be available for service.

Volunteers applying for duty at a specific project or office may be confused by block 14. This block requests at least three states or specific locations for which the volunteer is available. If the applicant is available for one specific site only, that stipulation should be made in this block.

Many volunteers are local residents who do not need lodging. Block fifteen is geared more toward transients targeting distant projects. Local volunteers should just check the box indicating they will provide their own lodging.

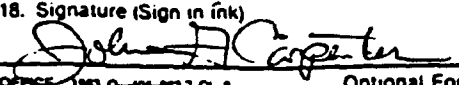
Blocks 16 through 19 are self-explanatory.

A completed example of this form follows.

Optional Form 301 is a federal inter-agency volunteer application form which is available from the Government Printing Office.

* Note: These pages and the sample completed form may be reproduced locally and mailed with the volunteer application to prospective volunteers. This guidance may be of help when completing this form.

Volunteer Application for Natural Resources Agencies		Instructions: Mark "x" in appropriate boxes. For other items, either print or type responses If extra space is needed, use item 17.	
1. Name (Last, First, Middle) Carpenter, John G.		2. Age 63	3. Telephone Area Code 617 Number 555-1212
4. Street Address (include apartment no., if any) 413 Oak Drive		5. City, State, and Zip Code Anytown, Ohio 46389	
6. Which general volunteer work categories are you most interested in?			
<input checked="" type="checkbox"/> Archeology <input type="checkbox"/> Botany <input type="checkbox"/> Campground Host <input checked="" type="checkbox"/> Construction/Maintenance <input type="checkbox"/> Computers <input type="checkbox"/> Fish/Wildlife <input type="checkbox"/> Historical/Preservation	<input checked="" type="checkbox"/> Pest/Disease Control <input type="checkbox"/> Minerals/Geology <input type="checkbox"/> Natural Resources Planning <input type="checkbox"/> Office/Clerical <input type="checkbox"/> Range/Livestock <input type="checkbox"/> Research/Library <input type="checkbox"/> Soil/Watershed	<input type="checkbox"/> Timber, Fire Prevention <input checked="" type="checkbox"/> Trail/Campground Maintenance <input checked="" type="checkbox"/> Tour Guide/Interpretation <input checked="" type="checkbox"/> Visitor Information <input type="checkbox"/> Other (please specify) _____	
7. What qualifications/skills/experience/education do you have that you would like to use in your volunteer work?			
<input type="checkbox"/> Backpacking/Camping <input type="checkbox"/> Biology <input type="checkbox"/> Boat Operation <input checked="" type="checkbox"/> Carpentry <input type="checkbox"/> Clerical/Office Machines <input type="checkbox"/> Computer Programming <input type="checkbox"/> Drafting/Graphics <input checked="" type="checkbox"/> Driver's License <input type="checkbox"/> First Aid Certificate <input checked="" type="checkbox"/> Hand/Power Tools	<input type="checkbox"/> Heavy Equipment Operation <input checked="" type="checkbox"/> Horses—Care/Riding <input type="checkbox"/> Landscaping/Reforestation <input type="checkbox"/> Land Surveying <input type="checkbox"/> Livestock/Ranching <input type="checkbox"/> Map Reading <input type="checkbox"/> Mountaineering <input type="checkbox"/> Photography <input type="checkbox"/> Public Speaking <input type="checkbox"/> Research/Library	<input type="checkbox"/> Sign Language <input checked="" type="checkbox"/> Supervision <input type="checkbox"/> Other Trade Skills (specify) _____ <input checked="" type="checkbox"/> Teaching <input checked="" type="checkbox"/> Working with People <input type="checkbox"/> Writing/Editing <input type="checkbox"/> Other (please specify) _____	
8. Based on boxes checked in items 6 and 7, what particular type of volunteer work would you like to do? (Please describe any specific qualifications, skills, experience, or education that apply.) <u>I would like to do cabinet making or other type of carpentry work (I have a journeyman union card in this field). I am an amateur archeologist and I would be glad to assist professionals in searching for artifacts or prehistoric sites. I can ride a horse and would be glad to work on equestrian facilities or trails. After many years of being a foreman, I can supervise the work of other volunteers. In the construction and remodeling of homes, I have also gained experience in pest control associated with buildings. I have taught Sunday School for years and feel comfortable in front of people speaking to groups.</u>			
9a. Have you volunteered before? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
b. If Yes, please briefly describe your volunteer experience. <u>I volunteer to do many things at my church (teach, grounds maintenance, carpentry, van driving, etc.). I have also volunteered at the local hospital visiting patients.</u>			
10. Would you like to supervise other volunteers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
11. What are some of your objectives for working as a volunteer? (Optional) <u>I am retired and I like to keep active. I support President Bush's philosophy that, those who can, should help the government by volunteering their services.</u>			
12. Please specify any physical limitations that may influence your volunteer work activities: <u>I have some hearing loss both ears.</u>			

13a. Which months would you be available for volunteer work?						
<input type="checkbox"/> January	<input type="checkbox"/> February	<input type="checkbox"/> March	<input checked="" type="checkbox"/> April	<input checked="" type="checkbox"/> May	<input checked="" type="checkbox"/> June	
<input checked="" type="checkbox"/> July	<input checked="" type="checkbox"/> August	<input checked="" type="checkbox"/> September	<input type="checkbox"/> October	<input type="checkbox"/> November	<input type="checkbox"/> December	
13b. How many hours per week would you be available for volunteer work? Hours → <u>10-20</u>						
13c. Which days per week would you be available for volunteer work?						
<input type="checkbox"/> Monday	<input checked="" type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday
14. Specify at least three states or specific locations within a state where you would like to do volunteer work: <u>Pennsylvania, Ohio, Indiana</u>						
15. Specify your lodging requirements:						
<input checked="" type="checkbox"/> I will furnish my own lodging (such as, tent, camper, trailer, own, relative's or friend's place).						
<input type="checkbox"/> I will require assistance in finding lodging.						
16. If a volunteer assignment is not available at the locations specified in item 14, do you want your application forwarded to another location or federal agency seeking volunteers with your background/interest?						
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						
17. This space is provided for more detailed responses. Please indicate the item numbers to which these responses apply:						
Notice to Volunteer						
Volunteers are not considered to be Federal employees for any purposes other than tort claims and injury compensation. Volunteer service is not creditable for leave accrual or any other benefit. However, volunteer service is creditable work experience.						
Privacy Act Statement						
Following information is provided to comply with the Privacy Act (PL 93-579). 5 U.S.C. 301 and 7 CFR 260 authorize acceptance of the information requested on this form. The data will be used to contact applicants and to interview, screen, and select them for volunteer assignments. Furnishing this data is						
18. Signature (Sign in ink)				19. Date		
				6/18/91		

U.S. GOVERNMENT PRINTING OFFICE: 1983 O-405-883 ? OL 3

Optional Form 301 (4-83)-back

Sample Optional Form 301 (back)

o ENG FORM 4881-R, Parental Approval. This form must be completed anytime a person under the age of eighteen is enlisted in the Corps volunteer program. The only exception to this rule is when an organized group is involved and the group has already obtained parental approval on their own form. The accepting official can waive the need for the ENG 4881-R form upon verification of the completion of this other form.

The parental approval form is very straightforward and self-explanatory. There is no necessity for a block-by-block explanation of how it is completed. A completed example follows.



US Army Corps
of Engineers

PARENTAL APPROVAL

(ER 1130-2-432)

NAME OF VOLUNTEER Jimmy B. Scout

PARENT OR GUARDIAN'S NAME James F. Scout

ADDRESS 3852 Beech Street, Anytown, Ohio 46389

TELEPHONE 617/555-3468 617/555-8924
(Residence) (Business)

I affirm that I am the parent/guardian of the above named volunteer. I understand that the Corps of Engineers' VOLUNTEERS program does not provide compensation, except as otherwise provided by law, and that the service will not confer on the volunteer the status of a Federal employee. I have read the attached description of the work that the volunteer will perform.

I give my permission for Jimmy B. Scout to participate

in this program sponsored by Boy Scout Troop #59
(Name of Sponsoring Organization, if applicable)

at Straight River Lake from June 22, 1991 to June 23, 1991
(Project/Office) (Date) (Date)

James F. Scout
(Signature)

June 16, 1991
(Date)

o ENG FORM 4880-R, Agreement for Individual/Group Volunteer Services. This form provides the legal basis for the agency/volunteer relationship. It must be completed for every volunteer or group of volunteers. No one should ever agree to begin volunteer activities now and sign the agreement later.

This form is relatively brief and straightforward to complete. The top line, AREA, should be completed with the name of the project if a lake or other water resource development is involved. If a district or division office is involved, the name of the specific office should be listed.

The NAME/GROUP block will be completed with the name of the volunteer in the case of an individual. In the case of a group of volunteers, the group name will be entered. Not the group leader's name.

The TELEPHONE and ADDRESS blocks are self-explanatory. In the case of a group, these may have to be the group leader's telephone number and address.

The BRIEF DESCRIPTION OF WORK... block is important. Remember, this is an agreement between the volunteer and the agency. It is important that both sides are clear on what is to be accomplished and how long it is expected to take. A job description should be attached to this form in most cases. It will expand on the information provided in this limited space.

It is extremely important to also attach an "Activity Hazard Analysis" document to this form and review it prior to the start of work. An activity hazard analysis is a detailed description of the hazards that might be expected in the process of the job as well as means that must be taken to eliminate these hazards or protect the volunteer from them. Remember, according to regulation, volunteers must be afforded working conditions equivalent to those of a paid Corps staff member.

The SIGNATURE OF VOLUNTEER block is self explanatory.

The SIGNATURE OF GROUP REPRESENTATIVE block should be signed by the group leader when a group of volunteers is involved. This leader must be reminded that he/she is responsible to obtain signed parental permission forms for all group members under 18 years of age. By signing this block, the leader certifies to this fact.

The SIGNATURE OF ACCEPTING OFFICIAL block above the ACCEPTANCE/TERMINATION OF AGREEMENT line is to be signed when first entering into the volunteer agreement. The accepting official is the project manager or his/her designee.

The signature block below the ACCEPTANCE/TERMINATION OF AGREEMENT line should be signed by the accepting official when the agreement is terminated.

A copy of this completed form should be given to the individual volunteer or group leader for his/her records. The original should be kept in an active file for the period of volunteer service. After termination of the service, this form should be kept in an inactive file for three years in case it is needed in a law suit or injury claim.

Two examples of this form, one for an individual and one for a group, follow.



US Army Corps
of Engineers

AGREEMENT FOR INDIVIDUAL/GROUP
VOLUNTEER SERVICES

(Act of July 30, 1983 Public Law 98-63)

Straight River Lake

AREA

NAME/GROUP (Type or Print Full Name)

John G. Carpenter

TELEPHONE NUMBER

617/555-1212

ADDRESS (Street, City, State and Zip Code)

413 Oak Drive, Anytown, Ohio 46389

Brief description of work to be performed, including minimum time commitment required. (Attach complete job description.)

Fabrication of picnic table parts (to be assembled by others) utilizing hand and power tools in the project work shop. At least two weeks will be required. Job Description and Activity Hazard Analysis are attached.

I understand that I will not receive any compensation for the above work and that volunteers are NOT considered to be Federal employees for any purpose other than tort claims and injury compensation, and I understand that volunteer service is not creditable for leave accrual or any other employee benefits. I also understand that either the Corps of Engineers or I may cancel this agreement at any time by notifying the other party.

I hereby volunteer my services as described above, to assist the Corps of Engineers in its authorized work.

18 June 1991

(Signature of Volunteer)

(Date)

We agree to obtain parental or guardian consent for each individual under 18 years of age and to comply with applicable child labor laws. We understand that the individuals volunteering under this agreement will not receive any compensation for the above work and that they will NOT be considered to be Federal employees for any purpose other than tort claims and injury compensation, and we understand that volunteer service is not creditable for leave accrual or any other employee benefits. We also understand that either the Corps of Engineers, or we, may cancel this agreement at any time by notifying the other party. We agree to provide the Corps of Engineers with a listing of active participants home address, and the number of hours each contributed, when and as requested.

(Signature of Group Representative)

(Date)

The Corps of Engineers agrees, while this agreement is in effect, to provide such materials, equipment and facilities as are available and needed to perform the work described above, and to consider the individuals volunteering under this agreement as Federal employees only for the purpose of tort claims and compensation for work related injuries.

James B. Manager
(Signature of Accepting Official)

18 June 1991

(Date)

ACCEPTANCE/TERMINATION OF AGREEMENT

(Signature of Accepting Official)

(Date)



US Army Corps
of Engineers

AGREEMENT FOR INDIVIDUAL/GROUP
VOLUNTEER SERVICES
(Act of July 30, 1983 Public Law 98-63)

Straight River Lake

AREA

NAME/GROUP (Type or Print Full Name)

Boy Scout Troop #59

TELEPHONE NUMBER
617/555-1213

ADDRESS (Street, City, State and Zip Code)

Boy Scout Troop Headquarters, 676 Elm Street, Anytown, Ohio 46389

Brief description of work to be performed, including minimum time commitment required. (Attach complete job description.)

Assembly of picnic tables from finished parts (by others) utilizing tools and hardware. Time required - approximately 6 hours per day for two days (one weekend). Job description and Activity Hazard Analysis are attached. Power tools will not be used.

I understand that I will not receive any compensation for the above work and that volunteers are NOT considered to be Federal employees for any purpose other than tort claims and injury compensation, and I understand that volunteer service is not creditable for leave accrual or any other employee benefits. I also understand that either the Corps of Engineers or I may cancel this agreement at any time by notifying the other party.

I hereby volunteer my services as described above, to assist the Corps of Engineers in its authorized work.

(Signature of Volunteer)

(Date)

We agree to obtain parental or guardian consent for each individual under 18 years of age and to comply with applicable child labor laws. We understand that the individuals volunteering under this agreement will not receive any compensation for the above work and that they will NOT be considered to be Federal employees for any purpose other than tort claims and injury compensation, and we understand that volunteer service is not creditable for leave accrual or any other employee benefits. We also understand that either the Corps of Engineers, or we, may cancel this agreement at any time by notifying the other party. We agree to provide the Corps of Engineers with a listing of active participants name address, and the number of hours each contributed, when and as requested.

(Signature of Group Representative)

25 June 1991

(Date)

The Corps of Engineers agrees, while this agreement is in effect, to provide such materials, equipment and facilities as are available and needed to perform the work described above, and to consider the individuals volunteering under this agreement as Federal employees only for the purpose of tort claims and compensation for work related injuries.

Jane B. Manager
(Signature of Accepting Official)

25 June 1991

(Date)

ACCEPTANCE/TERMINATION OF AGREEMENT

(Signature of Accepting Official)

(Date)

o ENG FORM 4882-R, Volunteer Service Record. This form is necessary for evaluating the effectiveness of the volunteer program as well as tracking the number of hours and service value of each volunteer or group of volunteers. It is completed on a monthly basis.

The NAME line will contain the name of the individual volunteer or the group name of a group of volunteers. In case of a group, members' names may be listed on a separate sheet attached to the form or on the back of the form itself.

The DATE line will show the month and year of the report.

The PROJECT/OFFICE line will contain the name of the project or office where the volunteer service took place.

PREVIOUS HOURS is the total number of hours shown in the CUMULATIVE TOTAL block at the bottom of the previous month's report. This number will be added to the TOTAL FOR MONTH to obtain the new cumulative total for the month.

Most of the column headings on this form are self explanatory (day, job title, location, hours worked). The EQUIVALENT VALUE IN \$/HR column is the hourly rate listed in ER 1130-2-432, paragraph 14b, associated with the job performed (Figure 7). Five categories are listed with a grade or range of grades. The proper equivalent grade should be selected and the base hourly rate entered in this column. The base rather than the equivalent rate should be used. In other words, the value of benefits, overhead, and supervision should not be applied to this rate.

For the purposes of determining the value of volunteer services, the following rates will be used at the comparable base rate (not to include overhead):

<u>JOB TITLE</u>	<u>GRADE</u>
Laborer	Minimum wage or WG-3
Skilled Maintenance	WG-9
Student/Clerical	GS-4
Technical Specialist	GS-7 or GS-9
Consultant	GS-11 or GS-13

Figure 7. Comparable Base Rates for Volunteer Services

In the DOLLAR VALUE column enter the extension of the number in the HOURS WORKED column multiplied by the number in the EQUIVALENT VALUE IN \$/HR column.

Only two items are totalled at the bottom of the form - HOURS WORKED and DOLLAR VALUE. The TOTAL FOR MONTH space should be added to the previous month's cumulative totals and entered in the CUMULATIVE TOTAL space.

Two completed examples of this form follow - one for an individual and one for a group.



US Army Corps
of Engineers

VOLUNTEER SERVICE RECORD
(ER 1130-2-432)

John G. Carpenter
NAME (Last, First, Middle Initial)

June 1991
DATE (Month, Year)

Straight River Lake
PROJECT/OFFICE

60
PREVIOUS HOURS

DAY	JOB TITLE	LOCATION	HOURS WORKED	EQUIVALENT VALUE IN \$/HR.	DOLLAR VALUE
20	Skilled Maint.	Wood Shop	7	\$12.08	\$84.56
21	Skilled Maint.	Wood Shop	8	\$12.08	\$96.64
24	Laborer	Beach Area	4	\$ 9.69	\$38.76
24	Skilled Maint.	Wood Shop	4	\$12.08	\$48.32
25	Laborer	Beach Area	8	\$ 9.69	\$77.52
26	Skilled Maint.	Wood Shop	8	\$12.08	\$96.64
TOTAL FOR MONTH			39		\$442.44
CUMULATIVE TOTAL			99		\$1,167.24

ENG FORM 4882-R, Nov 85

(Proponent: CECW-ON)

Sample ENG FORM 4882-R (individual)



US Army Corps
of Engineers

VOLUNTEER SERVICE RECORD
(ER 1130-2-432)

Boy Scout Troop # 59 (see back for names)
NAME (Last, First, Middle Initial)

June 1991
DATE (Month, Year)

Straight River Lake
PROJECT/OFFICE

360
PREVIOUS HOURS

DAY	JOB TITLE	LOCATION	HOURS WORKED	EQUIVALENT VALUE IN \$/HR.	DOLLAR VALUE
22	Laborer	Beach Area	72	\$4.00	\$288.00
23	Laborer	Campground	48	\$4.00	\$192.00
TOTAL FOR MONTH			120		\$480.00
CUMULATIVE TOTAL			480		\$1,920.00

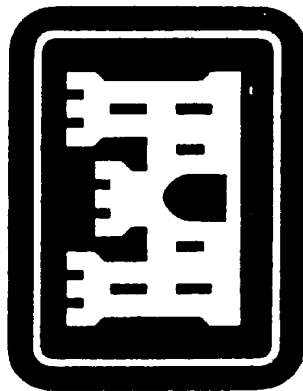
ENG FORM 4882-R, Nov 85

(Proponent: CECW-ON)

Sample ENG FORM 4882-R (group)

o ENG FORM 4883-R, Certificate of Appreciation. This form is used to recognize volunteers when they reach some milestone in hours of service or when they have provided some exemplary contribution. The form is self-explanatory - it should contain the name of the volunteer, the date awarded, and the signature authority of the designated Corps official. In most cases, this official will be the District Commander, however, if District policy is to keep this responsibility as close to the volunteer as possible, the project manager may sign the certificate. The signer's title may be typed beneath the signature. The certificate may be placed in a frame if the value of the service warrants it. Other certificates, designed locally, may be used in lieu of this form.

A completed example of this certificate follows.



Pittsburgh District
United States Army
Corps of Engineers

Certificate of Appreciation

Presented to

John G. Carpenter

In appreciation and recognition of
your generous contribution.

19 July 1991

Joseph L. Patterson